



## NASA Process Based Mission Assurance Knowledge Management System - Work Groups Name of Work Group Charter

### **Description:**

Enter the description of the work group which is displayed on the Log In page. Description should include Purpose and Membership.

### **Objective:**

Enter the objective of the work group. This can include communication, goals, training, planning, process improvements, research, and more. Example Objective: Work agency-wide plan for continuous software engineering product and process improvements.

### **Target Audience:**

Enter the expected audience for this work group. This can be identified by various levels and detail.

### **Topics:**

Enter the topics that will be discussed amongst the members of the work group.

### **Products:**

Enter the types of products (if any) that will be produced as a result of this work group. Examples of products: Action items, Training, Documents, etc. If no products are defined, knowledge artifacts that may evolve from the work and become part of PBMA.

### **Roles:**

### **Sponsor**

Enter the names or titles of the management sponsor(s), if any, for this work group.

### **Work Group Leader Requirements**

*This role can be done by multiple people in the work group. All of the requirements listed below must be done by the work group leaders as a collective group- not by each individual leader.*

- Prepare concise work group statement of purpose (two or three sentences)
- Prepare work group charter (two or three paragraphs)
- Manage and control work group membership and access
- Notify new members that join the work group outlining their responsibilities
- Visit community space on a regular basis and add new information, update or remove old information.
- Mentor new members in the general functioning of the specific community
- Review information content of the community space to assure the work group is not violating the NASA policies regarding information security and technology transfer. Such information includes export controlled, ITAR, proprietary, and competition-sensitive data.
- Identify knowledge "artifacts," unique to the work group that may be useful to the broader PBMA-KMS community. Information can be posted within the main PBMA web resource by notifying the PBMA web resource administrator.
- Additional clarification of any of the Work Group Leader requirements or new requirements.

### **Work Group Members**

- Review of the community-unique charter and pertinent literature including postings to the community space
- Presentation to the "Leader" the reason for joining the community

- Biographical sketch (and potentially a digital photo) for posting in the community space (if desired, provide a digital photo to be posted in the community space)
- Participation in the CoP will be in accordance with the terms of service of the third-party host, Intranets.com. Activities that will not be tolerated and are grounds for termination of participation include
  - ⊗ Using the community space for unprofessional means, i.e., spamming, flaming, etc.
  - ⊗ Violating the NASA policies regarding the illegal transfer of technology
  - ⊗ Violating the NASA policies regarding security and personnel safety
- Additional clarification of any of the Work Group member requirements or new requirements.

### **Work Group Administrative Member**

Within each work group there is a PBMA administrative member who is automatically added to each work group. This is solely for the purpose of accepting financial responsibility for use of services on the behalf of NASA. This ensures that no additional cost is levied to an individual member.

### **Legal/Security Ground Rules**

Promote knowledge sharing and foster group interaction while observing basic cautionary measures:

- no material protected under Federal Export Control and International Traffic in Arms Regulations
- no classified information
- no competition sensitive or proprietary information
- must have one workgroup manager who is a NASA employee

For additional information on these topics please contact:

Your Center Export Administrator or Export Counsel, listed at:

<http://www.hq.nasa.gov/office/codei/nasaecp/>

NASA HQ Export Control Officials, John Hall or Paula Geisz: 202-358-0330 or

<http://www.hq.nasa.gov/office/codei/nasaecp/>

Or access the following NASA documents:

NPD 2190.1: NASA Export Control Program

NPD 2110.1: Foreign Access to NASA Technology Utilization Material

NPD/NPG 2800.1: Managing Information Technology

NPD/NPG 2810.1: Security of Information Technology